

Paul Cuffee School

Minutes of the Board of Trustees Meeting

November 18, 2010

A meeting of the Board of Trustees of the Paul Cuffee School was held on November 18, 2010 at the Paul Cuffee Lower School in Providence, Rhode Island.

Present: Su Almeida, Kathleen Alvarez, David Burnham, Russell Carey, John Cariati, Allyn Copp, Joan Cannady Countryman, Stefano Crema, Dorothy L. Fields, Philip Gould, Keith S. Mathews, Maria Monteiro, Joop Nagtegaal, Martha Newcomb, Esq., Leanne Yinusa Nyahkoon, Dorothy Patrick, Carolyn Pemberton, Sarah Reis, Ana-Cecilia Rosado.

Excused: William Clifton, Sr., Earl Smith III, Babak Taleghani.

Paul Cuffee Staff Present: Jonathan Conklin, Becky Coustan, Nina Giannotti, Julia Karahalidis, Michael Obel-Omia, Nell Sears, Suzanne Mills Shaw.

Guests: Bob Kelley.

The meeting was called to order at 6:15 p.m. with a moment of silence. President Joop Nagtegaal began by welcoming everyone to the November meeting of the Board of Trustees. He mentioned recent

positive events at the School and the productive Board retreat, as well as the newly elected City and State leadership. Discussion of educational policy matters in Rhode Island continues, including proposals for revised high school diploma requirements.

Presentation to the Board: Reading Recovery

Suzie Shaw introduced a presentation to the Board on the Reading Recovery program which was made by teachers involved in the program: Susan Prouty, Jennifer Reis and Lauren Fournier. The program originated in New Zealand and provides intensive reading instruction to the students in the first grade. With three Lower School teachers certified in the program, the School is able to accommodate twelve student participants at a time. The presenters reviewed the process for selecting students to participate, the lesson plan and program approach. Last year 24 first-graders participated. Investments are being made in this program nationally and the teaching staff feel it is a valuable resource for Paul Cuffee students. Joop thanked Suzie, Susan, Jennifer and Lauren for their excellent presentation and hard work on behalf of students.

Approval of Minutes

The minutes of the September 16, 2010 meeting of the Board were approved unanimously. The motion to approve was made by Martha Newcomb and seconded by Carolyn Pemberton.

Head of School November Report

Mr. Obel-Omia reviewed several items from his report, circulated to the Board in advance of the meeting. He noted that students from the Middle School had recently visited Rhode Island colleges and universities. He also spoke about visiting classrooms, the attendance by several Cuffee students at a recent Providence College basketball game, and the appointment at the High School of a new Dean of Students. There were questions for Michael and discussion among the Board.

COMMITTEE REPORTS

Finance Committee

Jon Conklin delivered the report of the Finance Committee. He noted that the Audited Financial Statements had been accepted by the Committee and would be circulated to the Board. He provided an overview of two motions recommended by the Committee for Board approval. Following the report:

Joop moved, on behalf of the Finance Committee, that up to an additional \$5,000 be transferred from the Capital Replacement portion of the Board Designated Reserve to operating funds for work

performed on the east wall of the Lower School building. Su Almeida seconded the motion and it was approved unanimously; and

Joan moved that the Resolution Adopting an Amendment to the Paul Cuffee School 403(b) Retirement Plan to comply with the Heroes Earnings Assistance and Relief Tax Act of 2008 and the Worker, Retiree, and Employer Recovery Act of 2008, as recommended by the Finance Committee, distributed to the Board in writing and incorporated by reference into these minutes, be approved. Keith Mathews seconded the motion and it was approved unanimously.

Human Resources Committee

Carolyn Pemberton delivered the report of the Human Resources Committee. She noted that a Hiring Process document had been established, and that work continued on a faculty and staff evaluation process. A suggestion was made regarding a process for reporting to the Board on faculty and staff appointments and departures in a routine manner.

Plant & Property Committee

Russell Carey noted that the Committee had not met since the September meeting of the Board there has been quite a bit of activity. Michael provided an update on the playground planning process, noting that civil engineering firm will be conducting tests to

determine soil quality and condition. He showed the Board images of some preliminary ideas regarding different elements which could be incorporated into a playground design. Joop provided an update on discussions with the Narragansett Bay Commission regarding the Governor Dyer Farmer's Market property.

Nominating Committee

Joan Countryman delivered the report of the Nominating Committee. She noted that the Committee is working on identifying and documenting Board expertise as part of the process of identifying potential candidates for the Board. She also noted the ongoing discussion regarding changing the By-Laws with regard to expanding the number of Paul Cuffee descendants on the Board.

Joop reported at this point on the draft Head of School evaluation process, and reviewed the proposed timetable and evaluation points documents. There was discussion of how to engage the Board in the evaluation process.

Board Retreat Review

Michael and Julia reviewed the Board retreat and the follow-up plan. There was a discussion of key points regarding Rhode Island Charter Schools and messages Board members should have in mind when discussing and promoting the School.

New Business

There was no new business brought before the Board.

Adjournment

Ana Cecilia moved to adjourn. Allyn seconded. The meeting adjourned at 8:30 pm.

Respectfully submitted,

Russell C. Carey, Clerk